

COVID 19 RISK ASSESSMENT – HEALTH FOR ALL

This Risk Assessment is for the return to work of staff and tenants. It is specific for the controls of Covid 19 contamination and does not replace the general building risk assessment for Tenants Hall. All staff to have completed the online “Covid 19 awareness” and “the infection Prevention & control” courses prior to returning to work.

ACTIVITY / LOCATION: Phased return to work/Tenants Hall

Note to Staff and Tenants This risk assessment is based on the minimum number of building users in Tenants Hall at any one time. This will be accomplished by the use of a rota/time table with block bookings. You will be asked to select a specific day/time for your use of the building. Once you have been allocated a booking please adhere to this and comply with all the control measures below. A risk assessment specific to your activities and movements in the building may be required.

Area and associated hazards?	Who might be harmed and how?	What are we already doing? Control measures	What further action is needed?	Action by whom?	Action by when?
Entering and leaving the building, entrance and reception area.	Staff and tenants Possible close contact with people, Covid 19 contamination, spread of Covid 19	Restrict number of staff and tenants, manager to organise a shift rota pattern to stagger arrival and departure from the centre. Use of reception intercom system to control entry, adequate signage to maintain a safe distance as government guidelines, also the provision of hand sanitiser to be used before entering the building. All staff to sign in preferably with their own pen or clean signing in book pen before and after use with sanitised wipes. Face masks provided if required. Allow priority for people entering the building by utilising the corridor to the Multi Purpose Room.	Remind staff and tenants to comply with control measures, arrange a shift pattern table to control number of users entering the building. Consider receptionists to control users entering the building, possibly install Perspex screen to reception counter.	Building Manager, tenants, staff	Ongoing

<p>General office areas, cross contamination of Covid 19 Staff visits for petty cash etc</p>	<p>Staff and tenants. Close contact with fellow staff workers,</p>	<p>Staff and tenants to only work at their designated work station, limited number in rooms to comply with government guidance for social distancing, regularly clean the workstation; do not use each other's equipment, where shared equipment is used, i.e. printers, copiers they are to be cleaned after use, with sanitised wipes provided. Before leaving clean all personal equipment wipe down chairs and desks. Visits for petty cash to be pre-arranged with a member of the finance team</p>	<p>Remind staff and tenants about cleaning equipment and maintain social distancing. Ensure areas are adequately stocked with sanitising gels and wipes</p>	<p>Building Manager, tenants, staff</p>	<p>Ongoing</p>
<p>Kitchens Contaminated surfaces crockery, utensils and use of appliances</p>	<p>Staff and tenants Contact with other workers, contamination from touching surfaces and appliances. Shared use of utensils etc</p>	<p>No more than one person to use the kitchen concurrently, all surfaces and equipment used to be sanitised when finished, All building users are encouraged to bring their own food and minimise the use of cooking equipment, used crockery, utensils to be put in the dishwasher not left out</p>	<p>Remind staff to keep the kitchen clean and tidy, check sanitiser and wipes are fully stocked. Encourage users not to go out for lunch, minimise returns to the office</p>	<p>Building Manager, tenants, staff</p>	<p>Ongoing</p>
<p>Toilet areas</p>	<p>Staff and tenants, Contamination from surface contact</p>	<p>Only one person at any one time, Clean all areas on entering and leaving, toilet, sink, light switch, door handle etc with sanitisers as provided, do not use air hand driers, dispose of sanitiser wipes and hand drying towels in the bin.</p>	<p>Check electric hand driers are disabled provide adequate sanitiser equipment. Check signs</p>	<p>Building Manager, tenants, staff</p>	<p>Ongoing</p>

Corridors, stairs and lift	Staff, tenants, groups Pinch point where social distancing cannot be maintained, cross contamination of Covid 19	Only one person allowed in the lift at any one time, sanitised wipes available, limit the amount of people in the building, good communication between building users to ensure no 'crossing' in corridors or on the stairs.	Remind all users of social distancing guidance, Manager to monitor staffing levels	Building Manager, tenants, staff	Ongoing
Wellbeing and Welfare issues Stress, fearful, mental health issues	Staff, Concerns of catching Covid 19, anxiety, have vulnerable family members	Encourage staff to communicate with managers Encourage staff to be open and provide reassurance that help is available. Ask staff to self-identify if they feel they are high risk or vulnerable or clinically vulnerable	Consider setting up a system with HR and managers to contact staff to identify if they or family have Covid symptoms	Building Manager, staff	Prior to opening the centre Ongoing
Personal Hygiene	Staff Cross contamination passing on a virus	Encourage staff to wash hands regularly as government guidelines, carry a tissue for coughs or sneezes, use sanitisers as provided avoid touching mouth nose and eyes as much as possible, if not feeling well do not go to work!	Remind staff of good hygiene procedures	Building Manager, staff	Ongoing
General Office Cleaning Contaminated surfaces	Staff, caretaker Contamination from surface contact	Building to be cleaned after use by the caretaker, ensure adequate PPE provided, all stocks of sanitiser, wipes, soaps, hand towels and face masks maintained, check cleaning schedule completed and signed by the caretaker	Provide the caretaker with cleaning schedule list specifically for Covid 19 cleaning	Building Manager, tenants, staff, caretaker	Prior to opening the centre Ongoing
Electrical equipment surface and cross contamination	Staff Contamination from airborne spores surface contamination	Do not use electric cooling fans or electric convector (fan) heaters, use antibacterial wipes to sanitise any equipment that is used including telephones	Remove fans if necessary - provide signs - remind staff	Building Manager, tenants, staff	ongoing

Lone Working	Staff Security	Ensure adequate number of staff in the building on days centre is open to ensure no-one is lone working at any given time during hours of operation	Remind Managers that they must attend site or organise for another member of staff to attend site to avoid lone working situations	Building Manager, Project Manager	ongoing
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Assessment by (Print Name) K Wadsworth

Date – July 2020

Review date (if applicable)

The assessment is to be reviewed for any change to the initial staff return to work